

## Office of the Secretary of Defense

## § 364.5

### § 364.1 Purpose.

Pursuant to the authority vested in the Secretary of Defense under title 10, United States Code, this part updates the mission, functions, responsibilities, relationships, and authorities of the WHS.

### § 364.2 Definitions.

(a) *DoD Components*. The Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

(b) *National Capital Region (NCR)*. The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, Counties, and City.

(c) *Pentagon Reservation*. That area of land (consisting of approximately 280 acres) and improvements thereon, located in Arlington, Virginia, on which the Pentagon Office Building, Federal Office Building #2, the Pentagon heating and sewage treatment plants, and other related facilities are located, including various areas designated for the parking of vehicles.

### § 364.3 Mission.

The WHS shall provide administrative and operational support to specified activities in the NCR and elsewhere as required.

### § 364.4 Organization and management.

(a) The WHS is established as a Field Activity of the Department of Defense. It shall consist of a Director and such subordinate organizational elements as are established by the Director within resources authorized by the Secretary of Defense.

(b) The Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), also shall serve as the Director, WHS.

### § 364.5 Functions and responsibilities.

The Director, Washington Headquarters Services, shall:

(a) Organize, direct, and manage the WHS and all resources assigned to the WHS.

(b) Provide administrative support to the OSD and those Defense Agencies, DoD Field Activities, and specified activities that do not have an internal administrative support capability. This support shall include all or part of the following:

(1) Budget and accounting.

(2) Civilian and military personnel management.

(3) Office services.

(4) Personnel and information security.

(5) Correspondence, cables, Directives, and records management.

(6) Travel.

(7) Other miscellaneous administrative support, as required.

(c) Administer information and data systems in support of the OSD decision and policymaking processes. This involves management information collection and reports preparation in areas including, but not limited to, procurement, logistics, manpower, and economics.

(d) Manage the DoD reports and forms programs.

(e) Manage the information technology support program for the OSD and other assigned DoD activities. Develop information management strategies and programs; assist organizational components in developing program proposals, plans, and budgets for automated information systems (AIS) and in acquiring AIS equipment; and provide or arrange for AIS technical assistance and maintenance support.

(f) Develop records management policy and provide appropriate guidance to DoD Components.

(g) Manage the Pentagon Reservation; DoD-occupied, General Services Administration-controlled administrative space in the NCR; and associated support services. This shall include responsibility for:

(1) Real property and building management.

(2) Administrative space management and assignment.